

Appendix 2: Communications risk assessment

Category	Key risk considerations	Control Measures
Staff	<p>Have staff been briefed appropriately on your organisation's Child Protection and Safeguarding Policy? If your organisation does not have one, you can use the <i>Girls Not Brides</i> documents.</p> <ul style="list-style-type: none"> Do staff organising or accompanying communication activities have the capacity to conduct risk assessments and safeguarding checks for communication activities? 	<ul style="list-style-type: none"> Ask staff organising or accompanying communication activities to read through the Child Protection Policy and Ethical Communications Guidelines and complete any relevant training. Brief staff on how to review or conduct a risk assessment for communication activities
Partners	<ul style="list-style-type: none"> Are partners working to their own or your own organisation's Child Protection and Safeguarding Policy? Do partners understand their responsibilities for organising and managing communications activities in an ethical way on behalf of your organisation? Do partners have the capacity to conduct risk assessments for communication activities? 	<ul style="list-style-type: none"> Ensure all partners (including those hosting visits which will include communication activities) have an agreement with your organisation which includes provisions for safe and ethical communications Brief partners on respective roles and responsibilities for organising and managing communication activities Brief partners on how to conduct a risk assessment for communication activities
Volunteers	<ul style="list-style-type: none"> Are volunteers being used to undertake any part of the communication activities? 	<ul style="list-style-type: none"> Ask volunteers to read through guidelines for communications and sign your organisation's Code of Conduct and abide by all of the guidance included in the Ethical Communications Guidelines
Service providers	<ul style="list-style-type: none"> Are service providers/consultants undertaking communication activities on behalf of your organisation? Will they have direct access to children and young people, or access to sensitive data on children and young people? Are provisions for safe and ethical communications included in contracts and Terms of Reference provided to service providers/consultants? Do they understand their responsibilities for ensuring communication activities are safe and ethical for children and young people? 	<ul style="list-style-type: none"> Ensure all service providers/consultants have an agreement with your organisation which includes provisions for safe and ethical communications Ensure all service providers/consultants have an agreement to abide by the Ethical Communications Guidelines Brief service providers/consultants on respective roles and responsibilities for communication activities, including final sign off for publishing stories, images and information All employees of service providers or consultants with direct access to children and young people or sensitive data on children and young people have been subject to sufficient background and police checks

Others	<ul style="list-style-type: none"> • Who else will the organisation bring into contact with children and young people who might be obtaining and/or publishing communications on children and young people? 	<ul style="list-style-type: none"> • Ensure all others involved in communication activities have received and understood the Ethical Communications Guidelines
Group of children involved as focus of activity/project/programme	<ul style="list-style-type: none"> • Are the groups of children and young people identified as the focus for this activity at particular risk of harm or abuse, or have they experienced harm or abuse already? • Are they within families, unaccompanied or living with other community members? 	<ul style="list-style-type: none"> • Ensure that children and young people who are at particular risk are identified as such in risk assessments, and that the necessary extra provisions are made when obtaining and publishing images and information • Facilitate children and young people to be accompanied by family members and/or peers when participating in communication activities which are focusing on them as individuals • Ensure communication activities are attended by staff from your organisation.
Location and timing	<ul style="list-style-type: none"> • Will the communication activities take place within an existing community, host community or displaced or camp community? • Is the location considered safe for children and young people to participate in communication activities, or have safety/security issues already been identified? • Are children and young people being asked to participate in communication activities at inappropriate times? • Are children and young people being asked to be present for extended periods whilst the communication activities are underway? 	<ul style="list-style-type: none"> • Ensure safety within the environment in which the communication activities are taking place has been assessed and is well understood • In locations where the safety for children and young people to participate in communication activities is considered compromised, put in place provisions eg, specific activities conducted in a private place • Organise alternative locations for undertaking communication activities in case the first option is unavailable eg, if a school does not provide permission to use their premises • Organise activities around children and young people's school, work and home commitments • Plan carefully timings and duration of activities
Consent to obtaining and publishing images and information on children/young people	<ul style="list-style-type: none"> • Are children, young people and their families content to have their stories and images used for communications? • Do they understand well enough where their stories and images are being published and who might have access to them? • Have they provided informed consent? 	<ul style="list-style-type: none"> • Follow the detailed guidance on Consent laid out in the Ethical Communications Guidelines, this includes these actions: • Brief children, young people and their families on what images and information will be obtained and published, and provide examples of where images and information are commonly published

		<ul style="list-style-type: none"> • Provide opt-out arrangements for children and young people without consent to participate in communication activities. If possible discuss with children/young people how they would like to arrange the opt out, if this is not possible please consult staff/community members who know the children/young people. Opt-outs can include identifiers of opt-out eg, wrist bands. Opting out is a right and a choice, so be clear that there is no judgement and will be no negative consequences for anyone choosing not to take part. Where possible, do not preclude children and young people from being involved in an event or visit because they are opting out of communications activities • Ask children, young people and/or children's parents/caregivers to sign your organisation's consent forms or give verbal consent.
<p>Procedures for reporting concerns</p>	<ul style="list-style-type: none"> • Have discussions been held with communities on safety and what to do if they have a concern about a child's or young person's information or image being published, or a risk of harm arises from the publication of an image or information? 	<ul style="list-style-type: none"> • Ensure that briefings for staff, volunteers, service providers, children and families include a contact point to raise concerns over communication activities. • Ensure that children/young people are briefed that they should not share any images or stories on their personal channels either, unless this has been agreed during the activity.

Communications activity risk assessment form

Step 1: Identify the Risks **Step 2:** Who can be Harmed? **Step 3:** Consider the Existing Control Measures

Step 4: Calculate level of Risk **Step 5:** Record & Review

Category	Risk (something that can cause harm)	Existing control measures	Level of risk (H, M, L)	Further action (where necessary)	Assessor's signature
Staff					
Partners					
Volunteers					
Service Providers					
Others					
Target group of children					
Location					
Consent to obtaining and publishing images and information on children/young people					
Procedures for reporting concerns					

The above assessment has been coordinated and completed by:

Signed:

Print Name:

Position Held:

Date:

The risk assessment has been checked and authorised by:

Authorised by:

Print Name:

Position Held:

Date: